

BOARD OF REGISTERED NURSING
Executive Officer's Report

Agenda Item: 9.0
Date: June 15, 2011

9.1 New Agency Undersecretary Appointed

Dr. Willie J. Armstrong was appointed as the Undersecretary for the State and Consumer Services Agency. He serves as principal advisor to the Secretary on major policy, program, legislation and fiscal matters. Additionally, he is responsible for all functions in the Office of the Secretary and discharges all statutory functions of the Secretary to the departments of the Agency.

Dr. Armstrong has provided 18 years of public service to his country and to the State of California. He served a decade in the United States Air Force. During his tenure, he worked with Army and Air Force agencies to ensure strict adherence with Department of Defense (DoD) fraud, waste, and abuse guidelines. Dr. Armstrong has advised members of the California State Assembly for eight years. As Chief-of-Staff, he discussed the impact of state budget and legislative proposals that affect the ability of local and state agencies to deliver services to the people of California.

He earned his bachelor's degree in Management Studies and Master's degree in Public Administration from the University System of Maryland-European Division. He earned his Doctorate in Educational Leadership and Policy (Ed.D.) from California State University-Sacramento.

9.2 Board's Budget Update

May Revise – As of this date the Governor's Revised Budget is not available.

Current Year AG Budget

The Boards request to augment the Attorney General line by \$2.6 million and the Office of Administrative Hearings line by \$288,000 was approved on May 4, 2011 for \$2.278 million.

Revenue

Current year revenue is much lower than was originally projected on our Workload and Revenue. Exam applications are down 5,096 or 26.8% over same time last year and 7,871 or 36% over 2008/09. Renewals are also projected to be at least 3,000 lower than last year. If this pattern continues next fiscal year, the general fund loan of \$15 million will leave the boards reserve at .8 months negative. DCAs budget office has been advised so that they can in turn advise Dept of Finance. Existing law prohibits the transfer of funds if the transfer will interfere with the object for which a special fund was created.

9.3 Department of Consumer Affairs (DCA) Updates

Sandra Mayorga has accepted the position as DCA Personnel Officer. Sandra is working to provide improved client service to all DCA staff when working with the Office of Human Resources. Sandra brings an extensive Personnel Management background expanding over 20 years in HR, 14 of which were here at DCA in various capacities. She served as an Associate Personnel Analyst in the Personnel Office, Client Service Team, Staff Services Manager, Division of Investigation, Assistant Personnel Officer, the Personnel Officer and most recently the HR, Chief at the Department of Insurance.

Kimberly Kirchmeyer Deputy Director for Board / Bureau Relations has accepted the Medical Board's offer to re-join their executive team as Deputy Director effective June 2, 2011. Kim has been a valuable member of the executive team since her appointment by the former Governor in November 2009. Kim has been instrumental and has played a key role for many of the achievements we have gained over the past 18 months.

Kim's vast knowledge and experience in program matters helped all 37 boards, bureaus, and programs improve their daily operations, policy making, and overall board governance. Kim's professionalism, work ethic, and integrity are unmatched and worthy of emulation. Additionally, since January, Kim willingly assumed the added duties of Acting Chief Deputy in addition to her incredibly heavy workload.

BRN Office Relocation Update

The DCA has split the move to HQ2 into two phases. The BRN is scheduled to move in the first phase with a tentative move date of August 5, 2011. The remaining tenants will move sometime in October 2011. DCA Facilities Management Unit continues to work with board staff to finalize the details of the move. The building interior is currently under construction and is anticipated to be completed by mid July 2011. All purchase orders and work contracts have been submitted and are in process by DCA. The modular furniture order has been placed as well as the mobile file room shelving units for the enforcement file room.

Staff is currently in the process of identifying what is to be moved and what is to be surveyed. Additionally, over the next month and a half staff will be working to clean out and organize shared areas within the office as well as their own work cubicles.

It is anticipated that the BRN office will be closed to the public on Friday, August 5th the day of the move and Monday, August 8th the first work day after the move to allow staff to set up the office to be ready for public business on Tuesday, August 9th. Notification of the office being closed will be posted on the Board's website and added to the Board's telephone message July 1, 2011.

Board Member Orientation

In accordance with Business and Professions Code Section 453, Board Members are required to attend DCA's Board Member Orientation within one year of their appointment. The next Board Member Orientation is set for October 12, 2011 at DCA Headquarters in Sacramento from 9:00 am to 4:30 pm. Please notify the Administration Unit if you would like to attend either of the orientations.

9.4 Hiring Freeze Exemptions

The BRN was approved for two hiring freeze exemptions for the Associate Governmental Program Analyst (AGPA) classification for the Enforcement program. One AGPA approved in the Complaint Intake Unit and one AGPA approved in the Discipline Unit. The third exemption for an Enforcement support Office Technician was denied. The Board will continue to submit exemption requests for vacancies throughout the board.

9.5 Travel Restrictions Executive Order B-6-11

On April 26, 2011 the Governor's Office issued Executive Order B-6-11 regarding discretionary travel. The Executive Order stated that all discretionary travel is prohibited. All in-state non-discretionary travel must be approved by Agency Secretaries or Department Directors who do not report to an Agency Secretary. All out-of-state travel must be approved by the Governor's Office.

- No travel, either in-state or out-of-state, is permitted unless it is mission critical or there is no cost to the state. Mission critical means travel that is directly related to:
 - Enforcement responsibilities.
 - Auditing.
 - Revenue collection.
 - A function required by statute, contract or executive directive.
 - Job-required training necessary to maintain licensure or similar standards required for holding a position.
- Mission critical does not mean travel to attend:
 - Conferences (even those that historically have been attended).
 - Networking opportunities.
 - Professional development courses.
 - Continuing education classes and seminars.
 - Non-essential meetings that can be conducted by phone or video conference.
 - Events for the sole purpose of making a presentation unless approved by the Department Director.
- No travel is permitted for more than the minimum number of travelers necessary to accomplish the mission-critical objective. This restriction applies even when there is no cost to the state.
- Agency Secretaries or Department Directors who do not report to an Agency Secretary may authorize in-state travel when the request conforms to the principles identified above.
- The Department of Finance will issue all necessary instructions and forms to implement this restriction on state travel.

9.6 Education Issues Workgroup (formerly Education Advisory Committee)

The Education Issues Workgroup met on April 27, 2011 in Sacramento. The focus of the meeting was to review the 2009-2010 Annual School Survey instrument and make edits as needed for the 2010-2011 survey document. The workgroup includes nursing directors from various nursing program types including public and private programs, community colleges, CSU and UC. Representatives from some other nursing related agencies (i.e. Community College Chancellor's office, CINHC, etc.) are also members. The survey is being drafted and will be available for nursing programs to complete online from October 3rd through November 15, 2011.

9.7 Public Record Request

The BRN continues to comply with public record requests and responds within the required timeframes that are set in Government Code Section 6250. For the period of April 1, 2011 through June 1, 2011, the Board has received and processed 47 public record requests.

DCA has received a Public Records Act request for various boards and bureaus from Brian Joseph from the Orange County Register. He is requesting a list of the various ways the boards may designate a closed complaint file (i.e. closed, closed with merit, etc.) as well as a definition of each designation. Additionally, he is requesting the number of records of complaints closed with merit by each board for the past five years (2006-2010), and for the number of complaints closed with merit in the current year for certain boards only.

9.8 Board Member Correspondence

For the period of April 1, 2011 through June 1, 2011, the BRN received no letters addressed to Board Member(s).

9.9 Personnel

The following personnel changes have transpired since the last Board Meeting:

New Hires	Classification	Board Program
Abby Boxwell	Office Technician	Administration
Promotion	Classification	Board Program
Nancy Van Vooren	Associate Government Program Analyst	Advanced Practice
Shannon Silberling	Associate Government Program Analyst	Probation Monitor
Elizabeth Elias	Associate Government Program Analyst	Probation Monitor
Lisa Hall	Associate Governmental Program Analyst	Probation Monitor
Rico Stephan	Special Investigator	Investigations
Wendy Garske	Special Investigator	Investigations
Janette Wackerly	Supervising Nursing Education Consultant	Northern California
Miyo Minato	Supervising Nursing Education Consultant	Southern California
Stacie Berumen	Staff Services Manager III	Enforcement
Limited Term Returnee's	Classification	Board Program
Pete Marquez	Associate Governmental Program Analyst	Complaint Intake Unit
Lisa Lopez	Associate Governmental Program Analyst	Discipline Unit
Separations	Classification	Board Program
Helen Park	Office Technician	Decisions & Appeals

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Liaison Activities

April 26, 2011	Louise Bailey attended the BRN Forum on Accreditation at the Fresno State Building to hear and collect input from the public regarding consideration of a proposed regional accreditation requirement for schools that provide an affiliate with prelicensure RN education programs.
April 27, 2011	Louise Bailey participated in the BRN's Education Issues Workgroup to review the 2009-2010 Annual School Survey instrument. The workgroup included nursing directors from various nursing programs including public and private programs, community colleges, SCU and UC.
April 28-29, 2011	Louise Bailey and Janette Wackerly attended the California Association of Colleges of Nursing's Spring Conference in Sacramento. Louise Bailey gave a presentation on the activities of the BRN.
May 6, 2011	Shelley Ward attended the Health Professions Education Foundation's Nurse Advisory Committee Meeting held in Sacramento, participated via conference call.
May 17, 2011	Louise Bailey attended the BRN Forum on Accreditation at the Ronald Regan State Building in Los Angeles.
June 1, 2011	Leslie Moody attended a Webinar: Institute of Medicine's Recommendations for Nurse Residencies.
June 7, 2011	Louise Bailey attended the board meeting for the California Institute for Nursing and Health Care and gave a presentation on the activities of the BRN.